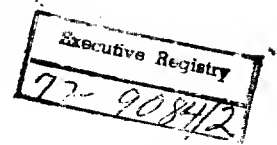


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11-10.2

23 September 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6, dated 3 May 1977, Subject: Servicing
DCI requirements and Your Needs

25X1 1. ☐ According to the Director's projected calendar for the week
of 26 September, he is tentatively scheduled to meet with the following
senior officials:

Tuesday, 27 September

1000 Mr. David Aaron
1030 President Carter

25X1 2. ☐ Our records indicate that the Director has requested
additional information from your office (see attached) to support him in
his next meeting with the above named senior officials.

25X1 3. ☐ It is requested that you forward a response to the Director,
as outlined in paragraph 2a of reference above, and include a copy of the
Director's original memorandum highlighting those portions as appropriate.

25X1 4. ☐ To provide the Director with sufficient time to review your
materials prior to his meetings, please have them delivered to this office
by COB the night before the scheduled meeting. The Executive Secretariat
will continue to consolidate the materials from the various offices for
the Director as required.



Deputy Executive Secretary

Attachment
As Stated

Distribution

DDO
DDI

Info: EA/DCI McMahon

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DDO

<u>Subject & Date</u>	<u>ER Number</u>	<u>Action Assigned</u>
Conversation of 9 Sept	77-5721	
Conversation, 20 Sept	77-5833	Paragraphs 3 & 4

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DDI

Subject & Date

ER Number

Action Assigned

Conversation, 20 Sept

77-5833

Paragraphs 2 & 7

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